



City of Kingman, Arizona

Classification: Fire Captain

Department: Fire

Accountable To: Battalion Chief

Created/Revised Date: October 2015

FLSA Status: Non-Exempt **Salary Grade:** 215 **Band:** C **EEO4:** 3

GENERAL DESCRIPTION OF POSITION

Under general supervision of the Battalion Chief, performs supervisory and technical work in routine and emergency operations of the Fire Department; Supervise, coordinates and inspects personnel and equipment as assigned, and Organizes, controls and directs the activities of assigned personnel of the Fire Department including fire suppression/emergency services, emergency medical services, training, and code enforcement; and performs related work as required. Employees of this class perform highly responsible and professional supervisory, and technical work associated with emergency and non-emergency operations and directing assigned personnel, training, apparatus, and equipment assigned to their assigned station. They are also responsible for the proper and efficient management of personnel, station, apparatus, equipment, and other Fire Department resources to minimize fire loss and life in the community through aggressive fire prevention, training, education, emergency medical services, and emergency operations and response. Work is performed in accordance with departmental regulations and protocol but requires the use of considerable independent judgment and the ability to think quickly and make sound decisions in emergencies.

SUPERVISION RECEIVED

Worked is performed under the general supervision of the Battalion Chief who reviews work through performance reviews and conferences.

Work is performed under standard operating procedures, administrative guidelines with supervisory latitude to accomplish fire company goals and objectives.

SUPERVISION EXERCISED

Supervises Fire Department personnel during emergency operations as required or assigned.

Provides direct supervision of fire engineers and firefighters assigned to their company.

Supervises paid on call personnel as assigned to the company as back fill staffing or at calls for service.

ESSENTIAL DUTIES & RESPONSIBILITIES

Essential Functions are not intended to be an exhaustive list of all responsibilities, duties and skills. They are intended to be accurate summaries of what the job classification involves and what is required to perform it.

- Responsible for ensuring all department program policies and procedures are followed, and program objectives are met.
- Responsible for the safety of assigned personnel.
- Works closely with the Battalion Chief in coordinating shift activities with all companies.
- Assigns duties to company personnel to accomplish assigned tasks.
- Operates fire apparatus and equipment as required.
- Coordinates and provides company training and safety for assigned personnel.
- Participates in staff meetings and assignments as required.

- Ensures scheduling and completion of assigned fire inspections and pre-planning activities.
- Oversees station and apparatus maintenance as assigned.
- Coordinates scheduling of company personnel with the Shift Commander.
- Responds to calls for service and actively participates with fire company(s) to provide a positive outcome.
- Directs and coordinates emergency scene activities unless and until relieved of command by a supervisor.
- Provides support to the Fire Department administrative staff.
- Recommends changes to improve operations, and affects changes within the limits of delegated authority and assists in long range planning.
- Completes assigned training and other assigned duties by applying principles of time management and accountability.
- Demonstrates continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality seamless customer service.
- Provides excellent customer service to both internal and external customers.
- Maintains regular attendance and punctuality.
- May be required to work early mornings, evenings, or weekends as needed.
- Completes and/or reviews all company records and reports to insure timely and accurate submittal.
- Reviews and documents subordinate performance through performance appraisals and conferences.
- Operates a computer or tablet as directed to accomplish data management goals.
- Attends continuing education courses and advanced training as required.
- Coordinates activities with other companies or shifts as required.
- Applies incident command principals at calls for service.
- Participates in physical fitness activities to maintain physical conditioning; encourages and supports company personnel in doing same.

PERIPHERAL DUTIES

- Fills in for Battalion Chief in their absence.
- Performs fire investigations as required.
- Coordinates and participates in fire prevention and all hazards training activities as established by the department.
- Prepares and maintains performance evaluations, personnel records, and training information on assigned staff.
- Provides proper discipline of personnel as required.
- Corrects all unsafe actions noted during Fire Department operations and activities.
- This position may be subject to emergency recall during non-working hours.
- Develops and coordinates community based programs as directed.
- Attends continuing education classes as required.
- Participates in public events and activities as assigned.
- Performs other related work as required.

WORK CONTACTS

- Contact with media, civic groups, regulatory agencies, and the general public.
- Considerable contact with agencies, hospital, and pre-hospital care providers in performing emergency medical services, coordination, community events, and compliance and safety activities.
- Contacts are significant and may require extreme tact and discretion in the performance of accomplishing department goals, programs, and policies.
- Regular contact with fire service personnel in accomplishing daily tasks.
- Regular contact with the general public in the field or fire station setting.
- Considerable contact with other public safety agencies.
- Occasional contact with maintenance personnel in providing station and vehicle maintenance and repair.

DESIRED MINIMUM QUALIFICATIONS

Education and experience:

- Associate's Degree in Fire Science, Public Administration or related course work.
- Requires considerable (five or more years) in career fire operations activity with a record of positive progressive work experience in which three (3) or more years must be with the Kingman Fire Department.

- Past experience as an acting or permanent supervisor.
- Education and experience must equate to National Fire Protection Association Standard 1021 Fire Officer Professional Qualifications at the level of Fire Officer II.
- Education and experience must equate to National Fire Protection Association Standard 1041 Standard for Fire Service Instructor Professional Qualifications at the level of Instructor II.
- Education and experience must equate to National Fire Protection Association Standard 1002 Fire Apparatus Driver/Operator Professional Qualifications.
- Fire service management course work at the National Fire Academy.

Necessary Knowledge, Skills and Abilities:

Knowledge: Thorough knowledge of emergency medical practices, procedures and techniques; thorough knowledge of the principles, practices and methods of current firefighting techniques and fire science; thorough knowledge of EMT practices, procedures and techniques; Thorough knowledge in the principals of emergency scene management. Considerable knowledge of purpose, operation and maintenance of firefighting vehicles, equipment and apparatus; Departmental policies, rules, and instructions for firefighting and rescue activities; Extrication and the use of extrication tools; Geographical layout and familiarity of the City of Kingman and automatic response areas, street names and numbers, and location of hydrants; First responder hazardous materials procedures; Computerized data entry and retrieval systems.

Skills: Skill in operating the listed tools and equipment; Reading maps, using computer keyboard, typing and maintaining electronic files and records; Simultaneously interacting with people from varying agencies, assessing situations and acting in accordance with the level of urgency; Remaining calm and composed during emergencies. Performs general math calculations such as addition, subtraction, multiplication and division.

Abilities: Ability to effectively plan, implement and direct assigned members to accomplish department goals and objectives; Supervise and instruct personnel effectively and safely; Coordinate response efforts at calls and take all appropriate steps/protocols necessary to maintain the safety of company personnel and others at the scene; Establish and maintain effective working relationships with department members and members of the public; Effectively apply principles, practices and methods of current firefighting techniques; Effectively learn how to operate and maintain assigned fire department equipment; Write and maintain required records and reports and submit accurately and timely; Meet such physical requirements as established by a competent medical authority and Kingman Fire Department minimum physical ability requirements; Perform with a high degree of physical and mental alertness; React quickly, calmly and appropriately in emergency situations; Maintain certifications as required; Maintain regular attendance and recognize attendance as an essential function of this job to ensure continuity; Willingly work assigned shifts that include the working of weekends, holidays, and call-back as scheduled and necessary; Read general correspondence, maps, medical terminology and abbreviations, policies, procedures, code books, and memorandums; Apply professional judgment determining the proper course of action in a given situation;;

SPECIAL REQUIREMENTS

- Possession of valid Arizona Driver's License;
- Certification as an EMT at a minimum of Basic Level in the state of Arizona;
- Arizona State Certification at the Firefighter II Level or equivalent;
- Ability to accurately read and write the English language.
- May be required to be a Certified Emergency Paramedic.
- May be required to be a Certified Hazardous Materials Technician.

WORK ENVIRONMENT

The work environment characteristics attached to the job description are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. See Physical Demands.

Expected Behavior/Quality of Services:

Excellence is the responsibility of everyone at the City of Kingman. We lead by our core values in constant pursuit of excellence:

Fire Captain

Commitment – Dedicate oneself to consistent and excellent public service.

Innovation – Implement unique, creative and cost-effective solutions.

Communication – Communicate in a positive, honest and productive manner.

Integrity – Adherence to high ethical standards.

Diversity – Promote inclusiveness and impartiality throughout the organization.

Personal Responsibility – Take initiative to achieve excellence and accept accountability, uphold confidentiality, know when to report indiscretions and inappropriate actions even when it may be uncomfortable to do so, take responsibility for your work environment.

Respect – Demonstrate a high regard for others, support each other.

Teamwork – Promote and encourage cooperative efforts, open communication and trust, encourage positive feedback.

All City employees are expected to conduct themselves consistent and in support with the above values.

SELECTION GUIDELINES

Submittal/review of employment applications, screening/rating of application in relation to training and experience to job description and overall presentation and job history/stability, oral interview, reference and background check. Supplemental job related tests may be required.

DISCLAIMER

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel in this position. This job description is subject to change as the needs and requirements of the position changes.

EMPLOYEE SIGN OFF

I have read through the job description and have a good understanding of the requirements for my performance in this position and find it to be an accurate description of the demands of this position. I acknowledge it is incumbent upon me to seek clarification from my supervisor/manager for any questions I may have regarding the requirement/responsibilities of my position. I also acknowledge that I can fulfill the essential functions of my position. Should I need to seek reasonable accommodations, I acknowledge I will contact my supervisor/manager or Human Resources to pursue options.

Employee Signature:_____ **Date:**_____

Employee Printed Name:_____